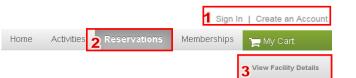
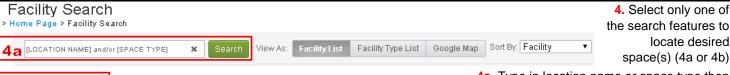
Community Use of Public Facilities

Request Reservation Quick Guide





- 1. Create an Account and/or Sign In
- 2. Select the Reservations tab on the Home Page
 - 3. From the Reservations Page, select View Facility Details tab



use

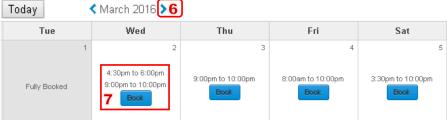


4a. Type in location name or space type then click Search button.

4b. In Filter Search By use the arrows for drop down Location or Facility Type list. Do not use Amenity search.

5. Select View Availability of your location



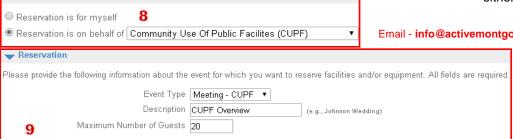


6. Use arrow to change months

7. When searching availability, keep in mind that day(s) and time(s) for all bookings must be consistent (ie. 6pm-8pm). Available times are shown on each day. Confirm that desired date(s) are available before booking. Once date(s) and time(s) have been reviewed select the Book button.

Reservation Event Information

Customer Information

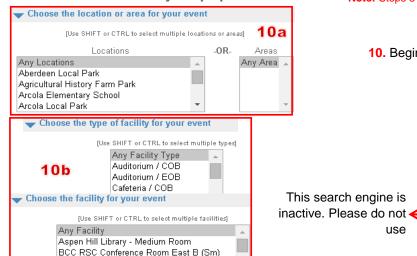


8. Identify who the reservation is for. Select either for myself or on behalf of (your organization)

Email - info@activemontgomery.org If you need an organization added

9. Select your **Event Type**. Give a description of your event. Provide number of maximum guests (do not provide a range i.e. 10-20)

Reservation: Facility / Equipment Search



BCC RSC Conference Room Norfolk C (Sm)

BCC RSC Conference Room West -A (Med)

Note: Steps 3-8 allows you to view availablity only. The reservation process begins on Step 9, thus you will have to locate your facility once more.

10. Begin your search by either selecting 10a the location for your event OR 10b selecting the type of facility for your event

> 10a. Selecting the location will provide a list of bookable spaces in the selected location

> 10b. Selecting the type of facility will provide a list of all locations containing the selected facility type

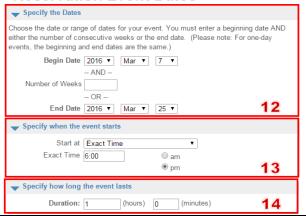
Specify facility amenities or special features your event requires HIFT or CTRL to select multiple requirements Facility must me + One ▼ of the requirements Unspecified Air-conditioned PAB Alcohol Permitted Baby Grand Piano Floor - Tiled

Reservation: Select Facility / Equipment



11. Check the **select box** of your desired room/location

Reservation Event Dates



12. Choose the date OR range of dates for your event.

You must enter a beginning date AND either the number of consecutive weeks or the end date.

Please note: For one-day events, the beginning and end dates are the same

13. Enter exact start time of your event

14. Enter the **duration** of your event.

Review Reservation Event Dates

Monthly frequency Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First 15			•				
Second		•	•				
Third		•	•	•			
Fourth		•	•	•			
Last							

15. Select the frequency or use pattern of your event

Review Reservation Event Dates



- 16. Review your requested highlighed dates in yellow. Click on a day(s) to change, or remove a date(s) from your original request
- 17. Click on the numeric day(s) in the month(s) (in blue) to add addional day(s) to your reservation outside of your normal bookings.
- **18**. Check the select box if the information shown is correct (image not shown)
- 19. Complete Reservation Checklist/Questions page (image not shown)
- 20. Complete Reservation Review Page (image not shown)

Note: No payment is required at this time. You will receive an email regarding your request. If your request has been approved, log into your account to make a payment

2. Select the My Account tab

1. Sign in

Payment Information Outstanding Balances

· List of Account Payments

Manage Organizations

· View Account Payment Details

· Change Auto-Charge Payments

List Organization Account Balance

· List Organization Prior Transaction

Payment Details

Pay on Account

Organization Services

3. Select 3a Pay on Account if paying on behalf of yourself OR Select 3b List Organization Account Balance if paying on

My Account | My Wish List | Sign Out

behalf of an organization4. Enter payment amount

Welcome, Mark

5. Enter credit card information

Note: Saving your card for future transactions is optional, but strongly encouraged

 Receipt Number
 Issued
 Original Balance
 Current Balance
 Next Payment Due
 Payment Amount

 3007815.001
 Feb 4, 2016
 \$180.00
 \$180.00
 Mar 8, 2016
 ✓ 4
 \$180.00
 ▼ or \$

